

How to Access the Professional Judgment: Unusual Circumstance Appeal Form

1. Go to [GVSU Financial Aid Portal](#)
2. You will need to log in using your GVSU single sign-on (SSO) username and password. If this is your first time accessing the GVSU FA Portal you will need to create your account.
3. The information entered must match the information on your FAFSA exactly.
4. Once logged in click on “Manage Requests.”




5. Choose Professional Judgment: Unusual Circumstance Appeal by clicking the Blue + for the correct academic year.

Example:

- **2022-2023** will be for your **2022-23 FAFSA** for the Fall 2022/Winter 2023/Spring-Summer 2023 semesters
- **2023-2024** will be for your **2023-24 FAFSA** for the Fall 2023/Winter 2024/Spring-Summer 2024 semesters



You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2023-2024
Professional Judgment: Unusual Circumstance Appeal	

6. Once you request your appeal, you will be required to enter why you are appealing in the “Please explain your reason for this request” box. Then click Submit. You will then get a Success notification. Click “OK” to close the box.
7. Click on the tab for your Professional Judgment: Unusual Circumstance Appeal under the Needs Action section.

2023-2024 Professional Judgment: ...
 Status: Collecting Documents

1
Task Left

- Needs Action: 1
- Submitted: 0

8. Click on PJ Unusual Circumstance Appeal.

9. Click Fill Out.

2023 - 2024 Professional Judgment: Unusual Circumstance Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements. [Notification History](#)

PJ Unusual Circumstance Appeal

To continue with your Professional Judgment (PJ) Unusual Circumstance appeal you must complete the PJ Unusual Circumstance Appeal web form.

feafead

PJ Unusual Circumstance Appeal Web Form

Fill Out

10. Click on Continue.

Continue →

11. Make sure your demographic information is correct, then click continue.

Continue →

12. Choose the reason for your appeal, then click continue.

Instructions
 Demographics
 > Unusual Circumstances
 Statement
 Review & Sign

[Return to Student Tasks](#)

Unusual Circumstances
 Below are the unusual circumstance(s) that have been chosen by your institution. Please only modify if you are absolutely certain of your changes.

- Your parents are incarcerated
- You left home due to an abusive family environment
- You do not know where your parents are and you are unable to contact them
- You are older than 21 but not 24 and unaccompanied and either homeless or self-supporting and at risk of being homeless

13. Type your detailed statement.

Your detailed statement must include the following:

- An explanation of the extraordinary family circumstances that led to you leaving your parents' household.
- Your past relationship with both of your parents.
- Your present relationship with both of your parents.
- The date you last had contact with your parents or date you were last supported/left your parents' household.
- How you are supporting yourself.

14. Click on “I will provide supporting documentation,” and click on continue.

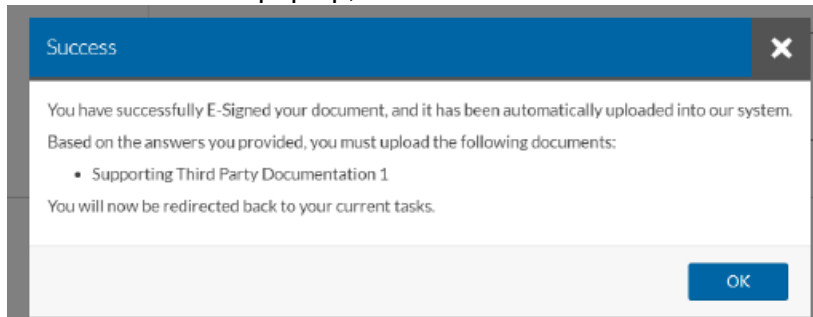
Note: your file will not be reviewed if supporting documentation is not provided.

15. Enter your password to E-Sign the form or elect to “Opt out of E-Sign” to print, sign and upload your completed form.

The screenshot shows a form with the following elements:

- A text input field labeled "E-Sign Password" with a small eye icon to its right.
- A radio button labeled "Opt out of E-Sign" with a dropdown menu showing "NO".
- A blue button labeled "E-Sign" positioned below the input fields.

16. A Success box will pop up, click “OK.”



17. You will be prompted to upload your supporting documentation. You must upload the following:

- 1). Documentation from a third party with knowledge of your unusual circumstances.

Third party examples include, but are not limited to; a teacher, counselor, medical authority, member of the clergy, prison administrator, government agency, or court. Evidence can be a signed letter or an official document, such as a court order.

AND

2). A signed letter from a family member or friend explaining your unusual circumstances.

18. Make sure the documentation is clear and easy to read in the Document preview section, then click "Use". Continue to add pages to support your appeal. Once all pages are uploaded, click "No" when asked if you would like to add another page.
19. Then click "Submit."
20. You will then need to click "FINISH" on the home screen for your request to be sent to our office.